

# JACKSON TWP WATER AUTHORITY

(JTWA)

Monthly Meeting  
September 25, 2018  
7 pm

## **CALL TO ORDER**

WALTER DITCHCREEK, CHAIRMAN OPENED THE MEETING WITH A PRAYER AND THE PLEDGE OF ALLEGIANCE. Others board members in attendance were John Wallet, Secretary; Don Hrapchak, Treasurer and Asst. Treasurer / Secretary, Bill Grubb. Robb Piper, Vice Chairman was absent. Others in attendance were Pat Mulchay, EADS Group; Jim Deter, CPA; Fred Meier, Foreman and Debra Buksa, office secretary. Covering for the *Nanty Glo Journal* was Allie Garver. Mike Stibich, a representative from Somerset Trust was also in attendance.

## **PUBLIC COMMENTS:**

*Mike Stibich* introduced himself as a Somerset Trust Representative for Specialty Banking Solutions. He was here to answer any questions regarding the use of a credit card machine. The only cost to the Authority would be the machine if JTWA would choose the machine with the chip (\$300 vs \$0 without). Customers would be charged a convenience fee of 2.25% of bill + \$0.25 per transaction (a base bill of \$34.00 would be \$1.02 totaling \$35.02) Bill inquired about the possibility of insufficient funds. They are treated the same as a bounced check.

## **APPROVAL OF THE MINUTES:**

*ON MOTION BY DON, SECOND BY BILL AND APPROVED BY ALL THE MINUTES OF AUGUST 28, 2018.*

## **CPA REPORT:** (Jim Deter)

Jim had emailed the 7-month Statement of Income prior to the meeting for review.

*ON MOTION BY DON, SECOND BY WALTER AND APPROVED BY ALL TO ACCEPT THE 7-MONTH STATEMENT OF INCOME.* Jim informed the board that this will be the new format for the monthly statement. He supplied a copy of QuickBooks to be installed at the Water Authority Office.

## **ENGINEER'S REPORT** (Pat Mulchay)

Pat had a brief update. Stephanie applied for the grant and Harrisburg called with questions—a good sign.

## **SOLICITOR'S REPORT:** (CJ Webb)

The Solicitor was not in attendance.

## **FOREMAN'S REPORT:** (Fred Meier)

Fred read his report, a full copy is attached. Fred asked the Board to consider purchasing a new listening device. JTWA's was broken, Willy was able to fix it temporarily. The new device ranges between \$1,900 and \$5,400.

## **OFFICE MANAGER'S REPORT:** (Debra Buksa)

The secretary's report was reviewed. Report is attached.

## **PAYMENT OF August's BILLS:**

*ON MOTION BY WALTER SECOND BY BILL AND APPROVED BY ALL TO PAY AUGUST'S BILLS.*

**CORRESPONDENCE:**

A complete list of correspondence is attached to minutes.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

Employee Policies – keep on old business- Bill, Robb and Walter will be reviewing and revising the Employee Handbook.

Walter mentioned the possibility of raising the rates. Pat followed with JTWA's ongoing search for leaks and the age of the system. The Board would like Fred and Willy to continue looking for the leaks as they are now and do the best they can. Pat suggested that they start with the oldest part of the system and go from there. Fred would like JTWA to start a prevention plan for the future. Donny asked about the use of the leak pods – Fred said they take up too much time.

The sewer project in Leisure Village has been bumpy. JTWA has no maps. The contractor has been marking maps for us.

**ADJOURNMENT:**

***ON MOTION BY BILL SECOND BY DON APPROVED BY ALL TO ADJOURN AT 8:00PM.***